

**Directions for Part 2:
MEAP Grade 4 Writing–Day 2 Test**

Redistribute all test materials to students, ensuring that each student receives the test booklet and answer document with his or her name on it. There is only **one** Writing answer document for **both** Day 1 and Day 2. **Be sure to set aside a test booklet for the test administrator.** (The administrator will be directed to read selected parts to the students.) Remind students not to open their test booklets until told to do so and to put away all other materials, including dictionaries, calculators, and other reference materials that may not be used during this test. No additional materials, including paper, may be used unless specified as an assessment accommodation.

Students are not allowed to have food, drinks, or snacks on their desk or table during the test. If a student must have any of these items during the test due to medical reasons, the items must be stored away from the test surface (under seats, on the floor, etc.).

Test administrators are responsible for ensuring that students have turned off and put away all prohibited electronic devices. This includes cell phones, calculators, digital media players (e.g., iPods®), etc.

[SAY] Do not open your booklet until told to do so.

Make sure you have your own Grade 4 Writing–Day 2 test booklet, answer document, and a No. 2 pencil. Please raise your hand if you do not have your own test booklet or answer document.

Make sure that all students have their own test materials.

Reminder: The directions must be read to students directly from a Writing Day 2 test booklet.

[SAY] During this test, I can help you understand the directions, but I cannot give you any help on test items or questions. Except for the directions, I cannot define or pronounce words or read any part of the test to you.

All answers must be marked in your answer document using a No. 2 pencil.

You are now going to take Part 2 of the MEAP Grade 4 Writing–Day 2 test.

Turn to page 10 of your answer document and find the beginning of Day 2, Part 2.

You may now open your test booklet to Part 2, found on page 9. Read the directions silently as I read them aloud.

Read the directions on page 9 of the Grade 4 Writing–Day 2 test booklet aloud to students. Be sure to use the same test form as the students. If a writing prompt follows, read the prompt and the checklist aloud. If a Student Writing Sample follows, do **not** read it aloud. Continue with,

[SAY] If you do not understand any of these directions, please raise your hand.

Answer any questions the students have regarding the directions.

[SAY] You may turn the page and begin.